INSTRUCTIONS FOR COMPLETING THE PROPOSAL TEMPLATE
OF RESEARCH SCHOOL

We provide below tips for completing the document CIMPA_RS_APP_en.odt. You can also take a look at an example of fully completed document CIMPA (CIMPA_RS_APP_EX_en.pdf) on the CIMPA website.

Do not hesitate to let us know that you are preparing a project of CIMPA Research School for 2020 and contact us for further questions. Please contact the Director of CIMPA at director*cimpa.info (where * has to be replaced by @) or one of our Scientific Officers (listed on the following webpage: https://www.cimpa.info/en/node/6191).

I. General Information

The Research School title should be representative of the scientific content of the school with no more than 75 characters.

The official language of the school (English, French or Spanish) is the language used in the title and that for most courses.

The host country must be a developing country.

The host institution where the school will take place must be within an academic environment (university or equivalent).

Two ranges of dates (dates option A and dates option B) must be proposed by the organizers in the format jj/mm/aaaa – jj/mm/aaaa.

II. Administrative and scientific coordinators

The local coordinator must hold a position in the institution where will be held the school and the external coordinator must hold a position within one of the partner countries of CIMPA (France, Norway, Spain and Switzerland presently, other countries may join CIMPA by 1 January 2019 thus becoming eligible).

III. Description of the project

The part « Scientific content » should explain in few lines the content of the courses and the pedagocical and scientific objectives of the school project.

In the part « Host institution and local context in mathematics » you should describe in few lines the located institution and its main mathematical subjects.

In the part « Prior work related to the project », you should describe the related scientific work and training already carried out locally and in the region.

In the part « Expected impact of the project », you should explain what impact is expected in term of mathematical development at local and regional level.

In the part « Infrastructure », you should describe briefly the infrastructure of the place where the Research School will take place and how you will arrange the accommodation and meals for speakers, local participants and CIMPA participants (those participants from neighboring developing countries whose accomodation and/or travel expenses are covered by at least 2/3 of the CIMPA financial support).

In the part « Expected participants », give an estimates of the number of participants and CIMPA participants you expect.

IV. Scientific Committee

List the members of the scientific committee, from 4 to 6 persons. Most of them should participate in the school, for example as a lecturer. For each member indicate his/her role in the setting up of the project (as lecturer, speaker or expert for example).

With regard to gender balance, a minimum of 30% of men and women is required.

V. Organizing committee

List the members of the organizing committee (from 4 to 6 persons) and indicate the role of each of them.

With regard to gender balance, a minimum of 30% of men and women is required.

VI. Scientific program

Give the list of courses (from 4 to 8) and provide an abstract for each of them. The list will be divided into « Introductory courses » which should accessible to all expected participants and « Advanced courses » at higher level. The level of the courses must be adapted to the local environment and the audience, moreover a minimal number of 3 Introductory courses is required. Do not forget to schedule training sessions (compulsory).

With regard to gender balance, a minimum of 30% of men and women among lecturers of courses is required.

VII. Tentative schedule

Provide a tentative schedule including courses and training sessions with at most six hours each day. Normally some afternoon as well as week-end are free. See CIMPA_RS_APP_EX_en.pdf.

VIII. Provisional budget (expenses)

In this section, you must describe very clearly the provisional budget of the school.

We recall that at least 2/3 of the CIMPA financial support needs to be used for travel and /or lodging of CIMPA participants (those participants from neighboring developing countries whose accomodation and/or travel expenses are covered by the CIMPA financial support). The remaining part of the CIMPA support can be used to cover other organisation costs such as meals and coffee breaks. Housing and travel expenses of the lecturers will be covered by CIMPA support only under exceptional circumstances.

Housing and travel expenses of the lecturers will be covered by CIMPA support only under exceptional circumstances. In particular, the CIMPA financial support shall not be used to cover travel expenses of lecturers affiliated in developed countries. The organizers will have to ask those lecturers to use their own grant or consider other source of funding.

IX. Anticipated funding (resources)

Give here a detailed list of expected funding. For each of them, make clear if this funding is confirmed or only expected.

We recall that the financial support provided by CIMPA should not represent more than 1/3 of the total budget of the CIMPA Research School. So the organizers must seek to secure diversified sources of funding at the local and international as early as possible. Several possibilities of international funding are listed in the document CIMPA_RS_FUNSOL_en.pdf.

X. Support and involvement of local institutions

Highlight the efforts made at local level to support the organization of the school.

XI. Additional remarks and comments

Add any information relevant for your project and not given previsouly.

Please, in the setup of your project, pay attention to the fact that the following practices are not admitted:
- Registration fees.
- Honorariums for speakers or lecturers whatever the source of funding.
- Funding of the travel expenses of lecturers affiliated in developed countries with the CIMPA budget.